



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
2530 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3926

MAR 11 2005

IMAH-HRD-M

MEMORANDUM FOR Region Directors, US Army Installation Management Agency

SUBJECT: US Army Installation Management Agency Policy Memorandum #46,
Headquarters, Installation Management Agency Career Program-50 Intern Placement
Policy

1. **REFERENCE.** AR 690-950, Career Management, dated 31 December 2001.
2. **PURPOSE.** To provide guidance on the placement of Career Program-50 (CP-50) Interns assigned to the US Army Installation Management Agency (IMA).
3. **APPLICABILITY.** These procedures are applicable to all agencies internal to the IMA.
4. **POLICY.** IAW Para 3-25 of the above reference, the Installation Management Agency (HQ, IMA) will begin placement of twenty centrally funded Army Civilian Training, Education, and Development (ACTEDS) Career Program-50 (CP-50) interns during CY-05. Resources for ACTEDS centrally funded interns are programmed for 24 months per intern; therefore, IMA must make every effort to place the interns within the programmed 24 months, which ends in December 2005. In order to accomplish this effort, effective 20 February 2005, all vacant GS-0201-11 HR Specialists (Military) within IMA will be frozen and those vacant positions will be used to place the CP-50 Interns.
5. **PROCEDURES.**
 - a. The IMA will begin placing interns into permanent positions prior to the end of the 24-month intern training period. It is highly encouraged that interns be placed against local permanent TDA spaces prior to the completion of their 24-month training period. If difficulty in placing interns prior to the end of the 24-month training period is anticipated, HQ, IMA will notify the Army G-1 Civilian Personnel Intern Coordinator no later than 90 days prior the end of the training period. The G-1 will initiate an Army-wide search for permanent positions while HQ, IMA continues the effort to place interns within IMA. The G-1 has the authority to direct placement of interns to any appropriate Army-wide vacancy. Directed placement will be coordinated by the G-1 with the Functional Chief Representative.

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b. When no permanent vacancies exist, graduating interns will remain on ACTEDS rolls until suitable vacancies occur, provided HQ, IMA reported the interns to the G-1 for placement assistance within the prescribed time frame (90 days prior to the intern's graduation). ACTEDS will fund intern payroll until placement.

c. HQ, IMA will enlist the assistance of IMA Region Offices with intern placement. If a vacancy exists, every effort will be made to permanently place interns at their current installation. If no vacancy exists at their current installation, the intern will be placed at another location within the respective Region. The Region will provide a list of available interns to the Installation AG with the vacancy. The Installation AG will make a selection and report back through the Region to HQ, IMA. If an intern must be placed outside the respective Region, HQ, IMA will conduct the necessary coordination with other Regions for placement. A reasonable effort will be made to consider the intern's personal desires in regards to placement. Interns will be provided one job offer; failure of the intern to accept the assignment may result in separation.

d. IMA Region personnel are aware of the critical nature of placing CP-50 Interns. Regions will report all vacant GS-0201-11, HR Specialist (Military) positions throughout IMA to the HQ, IMA POC, Ms. Michelle Caldwell who maintains the roster of graduating interns. No effort to recruit for these vacant positions through civilian personnel channels will be made until HQ, IMA has cleared the vacancy. If there is no intern available to be placed against a vacancy, normal civilian recruitment procedures may be followed.

6. PROPONENT. The Military Personnel Branch is the proponent for this IMA policy. POC is the CP-50 Intern Program Manager at commercial (703) 602-7484 / 3311 or DSN 332-7484 / 3311.



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